

Laptop Checkout and Use

EOU Library offers laptop computers for use in the Library to currently registered students only.

Charges

- Only currently enrolled EOU students may check out laptops. Library laptops are for university-related use only.
- User Agreement form must be read and completed. Two pieces of photo ID must be presented; an EOU ID card plus a second photo ID.
- Upon checkout, the student must again present their EOU ID card and a second photo ID, which will be kept at the Circulation Desk for the duration of the check-out period.

Loan Period

- Laptops may be used up to 4 hours at a time and are to be used in the Library only. All laptops must be returned to the Circulation Desk fifteen minutes before closing time to check the condition of the equipment.
- Laptops are available on a first come, first served basis.

Fines and Liability

- If the laptop is late, overdue fines will be incurred at \$10.00 an hour. Laptops must be returned fifteen minutes before the Library closes. Users who do not return laptops on the hour due or do not return them intact will be billed replacement charges as assessed by the IT Department, plus a processing fee of \$15.00, and any overdue fines incurred. When the Library closes, the status of any unreturned laptops will be considered “lost” for billing and circulation purposes.
- If a laptop is tampered with or damaged, the user will be billed the cost of repairing the laptop and will lose any rights to future laptop use.
- A \$5.00 charge will be assessed for each security tape removed from the laptop.
- The Library is not responsible for any files left on laptops or for loss or damage to user files during the loan period.
- The Library is not responsible for any computer viruses that may be transferred to or from user storage devices.

Security

- Laptops should never be left unattended.
- Users are responsible for the full replacement cost of the laptop and any peripherals, if they are damaged or made inoperable in any way while it is checked out to the user. This includes but is not limited to loss, spilled food and/or drink, and drop damage.
- Users must return the laptops to Circulation Desk staff. Laptops may not be left unattended on the Circulation counter.

Hints for Successful Laptop Use

- Save your work on personal storage devices. Files should not be saved to the laptop hard drive. For maintenance and privacy, all user files will be removed from the laptops periodically.
- Turn off laptop before returning.